



## CITY OF COLLEGE STATION POLICE DEPARTMENT



### Crime Victim Advocacy Intern

**COMPENSATION:**     **Unpaid**

**DATES:**                ***Fall Session: August 2015 – December 2015; Volunteer Weekdays, minimum 4 hours/ week; schedule is flexible (1 Position)***

**HOURS:**                **(Flexible / Not to exceed 40 hours per week)**

**SUMMARY:**

The Crime Victim Advocate Intern/Volunteer is a qualified undergraduate, graduate student, or with an equivalent combination of education (criminal justice, psychology, social work, or other related field) and experience sufficient to perform essential duties. The goal of the victim advocacy program is to support and assist victims and witnesses of violent crime that occurred within the College Station Police Department's jurisdiction, ensuring the rights and needs of the victims and/or witness are met.

The Crime Victim Advocate Intern/Volunteer will report to CID Division Commander (Lieutenant). The Crime Victim Advocate Intern/Volunteer will assist in providing victims with crime victim's compensation assistance, assist with public presentations (police academy, schools, etc), communicate and work with detectives and patrol officers, and other needed tasks.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Assist the Crime Victim Advocate with victim/witness contact, referrals, and follow-up.
2. Assist victims of violent crime with crime victim's compensation applications.
3. Follow up with crime victim's compensation claims and status.
4. Communicate and work with detectives, patrol officers, and other criminal justice authorities.
5. Learn about the criminal justice system and victim services by attending trial.
6. Assist Crime Victim Advocate with plan and delivery of victim services presentations.
7. Maintain Confidentiality
8. Perform other duties assigned related to victim services.

**REQUIREMENTS:**

Currently undergraduate or graduate student (criminal justice, psychology, social work, or other related field) interested in criminal justice or victim services. Some knowledge of victim rights and services; Ability to operate variety of office equipment to include computer and ability to learn variety of computer software; Excellent interpersonal/communication skills; Ability to work in crisis situations; Effectively work with persons of all ethnic, social, and economic backgrounds